



City of Chelsea

HUMAN RESOURCES DEPARTMENT

City Hall, 500 Broadway Room 301

Chelsea, Massachusetts 02150

dcarey@chelseama.gov

Phone (617) 466-4170

Fax (617) 466-4175



Executive Secretary

Pay Class/Grade: MM3

Salary Range: \$43,941.92/year - \$54,877.44/year

POSITION SUMMARY: Under general supervision of the City Manager and the Deputy City Manager, performs a variety of complex, responsible, and confidential secretarial and administrative duties requiring a thorough knowledge of organizational procedures and precedents: provides clerical assistance to designated staff members; performs related work as required. This position requires the ability to work independently, exercising judgment and initiative. The Executive Secretary contributes to the efficiency and overall business by ensuring all assigned administrative duties are carried out timely and efficiently.

EDUCATION AND EXPERIENCE:

High School graduate with focus on business course supplemented by specialized secretarial courses or graduation from an accredited business school/college. Five (5) years of increasingly responsible secretarial and clerical experience.

SKILLS, KNOWLEDGE & ABILITIES:

Excellent oral and written communication skills. Proficient in Microsoft office suite, including Word, Excel and PowerPoint, with the ability to perform work in various databases as needed with accuracy and proficiency. Proficient analytical and problem-solving skills. Ability to proofread and perform statistical and recordkeeping duties. Ability to perform secretarial and clerical work requiring independent judgment with speed and accuracy. Ability to learn, interpret and apply organizational policies, laws, rules and regulations. Responsible for the compilation and organization of reports. Compose business correspondence on own initiative. Communicate effectively with all segments of the community in a tactful and courteous manner in person and over the telephone. Bi-lingual with oral and written fluency in Spanish required. Excellent organizational and time management skills with the ability to prioritize and handle multiple tasks effectively, efficiently and timely. In-depth knowledge of office management and basic accounting procedures. Familiarity with basic research methods and reporting techniques. Ability to work with integrity and in strict confidence.

Qualified candidates submit a cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150. Email to jobs@chelseama.gov or fax to: (617) 466-4175. City application forms are available in the Human Resources Department, Room 301.

The City of Chelsea is an Equal Opportunity Employer